

COMMISSIONER OF PUBLIC WORKS

Z024
Unclassified
JG XX
MJE/as

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning and directing the operation of the Public Works Department, which includes the Division of Highways, Division of Buildings & Grounds, and the Bureau of Weights & Measures. The incumbent coordinates municipal public works projects and maintains liaison with State and Federal governments on major public works projects. This is a major administrative engineering position involving responsibility for the application of engineering and executive abilities in planning, organizing and coordinating the Department of Public Works. Work is performed under the general direction of the County Executive who holds conferences and reviews reports for conformance with policies. The incumbent Supervises and directs the activities of department personnel through subordinate executives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs, through key staff members, the planning, design, maintenance and construction of all engineering projects for the County, and in an advisory capacity, for municipalities;
Consults with State officials on matters concerning legislation and appropriation, coordination of state projects with local needs and problems;
Coordinates public works problems, projects and policies throughout the County;
Establishes policy and broad program outlines for the department's operation;
Adjusts complaints and answers questions on proposed improvements, maintenance and operation of County owned properties;
Addresses meetings of civic groups, municipal groups, etc., and maintains an active public relations program;
Works with other County department heads and officials in major problems of maintenance, operation and expansion of facilities and buildings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of administrative and engineering principles, techniques and practices as applied to the planning, design, maintenance and construction of public works projects in a large county; comprehensive knowledge of Federal, State, and local laws and ordinances governing the procedures and operations within a county public works department; thorough knowledge of personnel practices and techniques; ability to apply engineering and administrative knowledge to resolution of major technical and operational problems; ability to establish effective relationships with associates, public and private officials, contractors, suppliers, engineers and others; ability to address diverse audiences; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SPECIAL REQUIREMENT:

Candidate must be licensed and registered by the State of New York as a professional engineer at time of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements